



Remote Participation Study Committee

Date: **August 2, 2022**

Time: **7:30 – 9:15 pm**

Location: Virtual, via Zoom.

Minutes

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Alexander Bagnall, Jim Feeney, Janice Cagan-Teuber, Rachel Zsembery

Members of the Public: None

Agenda:

1. Review and accept meeting minutes from July 13 meeting – 10 minutes
2. Future meeting dates – 5 minutes
3. Hybrid demo current and next steps
 1. Update on action items from July 13 meeting
 - Meeting recording storage duration, permissible actions in case of technology failures in a hybrid meeting, ACMi outreach follow up. 15 minutes
 - Status of rooms and hardware – 30 minutes
 - Document and quiz review – 30minutes
4. Future business – 5 minutes

Decisions Reached and Action Items:

- Motion to approve minutes from July 13 by Jennifer Susse, seconded by Rachel Zsembery. Passed unanimously.

Summary of Discussions:

- We discussed some possible future meeting dates, agreeing to next meet on Wednesday, August 31 and on Tuesday, September 13.
- We briefly discussed the question of how long meeting minutes can be stored. Jim Feeney will get back to us with any technical/financial constraints. Also we are waiting for information from Doug Heim about any legal issues.

- We discussed which rooms and equipment have been deployed so far. Jim and Alex were in the Town Manager's Conference Room on the second floor of Town Hall Annex testing the Owl. We were impressed by the quality. So far we have 6 rooms that would be appropriate for hybrid meetings—two that could be set up with paired Owls and four that could be set up with portable NeatBoards. Still need to figure out the requirements of the Neat Bar Pro.
- We discussed whether we would need to lock the equipment and decided that was outside the purview of the committee.
- The Neat Bar Pro is not yet set up. IT is bench testing them and figuring out how to connect the hardware. Two ethernet connections are needed.
- There continues to be issues setting up meetings at the Community Center. One issue is that no one seems to know the wifi password.
- We discussed what accessibility instructions to include in Decision Points. Janice Cagan-Teuber agreed to re-write the section on accessibility in lay language.
- We discussed and amended the google questionnaire that Mustafa had created. The committee offered minor changes.

Future business/Action Items:

- Jennifer to reach out to Eric to ask about conversations with Jeff Munro at ACMi.
- Jennifer, along with Stacie, Janice, and Rachel, will work to work on Decision Points and send to Town Attorney Doug Heim
- The committee needs to assign rooms and technology to committees in the pilot
- We need to go back to each committee in the pilot with details about which rooms/technology they will be using and to confirm that they are participating
- Jim and Alex to create documents explaining how each technology works
- Mustafa will finalize survey questions

Meeting adjourned at 9:15 pm.

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I wanted to include in the minutes Jim Feeney's July 2022 email note of which rooms will be set up with remote access technology.

Town Hall:

- 1 Neat Board on cart (Lyon's Hearing Room)
- 4 Meeting Owl Pros (Easily transported and can be deployed in pairs to improve user experience. Intended for use in Town Hall Annex 2nd Floor Town Manager's Conference Room & Town Hall Annex 1st Floor Conference Room; *note: some are currently being lent out to staff for testing, and another is with FinCom as they were going to try it recently - I have reached out for feedback*)
- 1 Neat Bar Pro (Awaiting installation of side-by-side 55" displays in Town Hall Annex 2nd Floor Conference Room; Neat Bar will be permanently mounted underneath the displays)

Community Center:

- 1 Neat Board on cart (1st Floor, easily maneuverable to all meeting and programming areas)
- 1 Neat Bar Pro (Awaiting installation of side-by-side 55" displays in 2nd Floor Health & Human Services Conference Room; Neat Bar will be permanently mounted underneath the displays)